Note for Robinson, Yvette

**From:** Tolchinsky, Karen

**Date:** Fri, Apr 21, 1995 11:18 AM

**Subject:** Event Name Generation

**To:** Huaman, Alicia; Robinson, Yvette; Tan, Amarind

**Cc:** Berner, Vicki; Broeman, Ina; Callery, Jackie; Eibon, Jeanne; Fontanez, Jose; George, Jon; Sampson, Steve; Snakard, James

Hey guys. Just to update you...

I just received the first set of reports from Jim Snakard (the exception report; quantity discrepancy report; illegible report).
Great news!!...

- Overall the process seems to be working well from a logistical standpoint. There was a lot of detail to manage for all parties involved, so this is great. And, the end benefit of having this whole tracking system will be real helpful for us and, utlimately, for Brand.
  - A few minor issues came up in the beginning (ie: the vendor sent surveys from one event in 3 separate envelopes. Yet, since they were from one event, only included one name gen shipping form. However, as you know, each envelope should contain a name gen form.). Jim has been super with looking out for and following up on these issues... So, we're catching them and correcting them as best possible.
  - One area still needs to be improved upon: THE SOURCE VENDORS ARE NOT ALWAYS FAXING THE OUTBOUND LOG SHEETS TO IMAGE ENTRY. CAN YOU PLEASE FOLLOW-UP WITH THEM AND MAKE SURE THEY DO SO.

- As of 4/18, there's no missing envelopes to report. However, this could also be a function of the fact the the vendors are not sending in the inbound logs (so Image Entry can't report on what's missing).

- No major issues with the illegible report. As a matter of fact, most surveys seem contain DOB and signature. If and when any major problems arise, you guys will be advised (so the vendor can be notified).

Thanks again!! And, thanks Jim for the great management of all of this!!!

If you have any questions, or would like to see the initial reports, just let me know. The first name generation report (listing counts, by program) should be issued the w/o 5/15.

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